

CITYOF WHITE SALMON
JOB DESCRIPTION

POSITION: Public Works Operations Manger
DEPARTMENT: Public Works Department
REPORTS TO: City Administrator/Public Works Director
EFFECTIVE DATE: June 3, 2015
FLSA STATUS: Exempt
SALARY RANGE: Step 42-57 to Range 1-5

PUBLIC WORKS OPERATIONS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Public Works Department including all aspects of water, sewer, street, sidewalk and surface water; construction, maintenance, and repair of City-owned facilities; and emergency management.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator/Public Works Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume management responsibility for assigned services and activities of the *Operations Division* **Public Works** including inspection and maintenance of work records and invoices.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for Public Works Department and assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City Department policy, appropriate service and staffing levels.

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4. Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet appropriately with staff to identify and resolve problems.
5. Support and implement strategies to assure quality of service including drainage, sidewalk and roadway maintenance, traffic, vegetation, facilities and substandard building conditions, Water production and delivery, sewer collection including lift stations.
6. Coordinate response to emergencies including system failures, floods and snow storms; provide technical assistance to customers, team members and staff on more complex problems.
7. Direct and monitor the use of contracted resources and inter-local agreements; make necessary decisions and commit resources budgeted for projects.
8. Obtain and evaluate bid proposals and price quotations; oversee the purchase of supplies and equipment; negotiate, draft and administer contractual agreements.
9. Compose, edit and prepare a variety of written materials; disseminate analysis of service delivery needs and issues; present advice to City Administrator/Public Works Director, Mayor, City Council and citizen groups as needed.
10. Prepare and maintain records of work completion; coordinate work in progress to assure projects are completed in compliance with codes, specifications, standards and time schedules.
11. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as well as recognition for employees performing above expectations.
12. Oversee and participate in the development and administration of the annual budget including short and long-range planning, inspection, monitoring and maintenance of City systems including water and sewer, shoulder grading, ditching and mowing, roadway sweeping, traffic signs and signals and sidewalk repair.
13. Serve as the liaison for the Public Works Department; negotiate and resolve sensitive and controversial issues within the public works department.

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14. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Function Statement:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a public works department including water production and delivery, sewer collection, streets, parks etc...
- Principles and practices of customer relations.
- Practices and procedures of health and safety.
- Principles and procedures of preventive maintenance.
- Principles and practices of program development and administration.
- Methods and techniques of emergency response and resolution.
- Principles and practices of local budget preparation and;
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.
- Effectively respond to citizen complaints and inquiries.
- Coordinate response to emergencies.
- Participate in the development and administration of goals, objectives and procedures.
- Manage and coordinate all Public Works projects.
- Assure work projects are completed according to code specifications and timelines.
- Prepare and administer Public Works program budget.
- Prepare clear and concise administrative and financial reports.

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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public works operations experience including three years of administrative and supervisory responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public administration, construction management or a related field.

License or Certification (all of the below items are required to be obtained within one year of hire unless otherwise agreed to in writing):

- Possession of a valid Class B commercial driver's license.
- Possession of, or ability to obtain, a Washington State DOH Class II water distribution manager certification.
- Possession of, or ability to obtain, a Washington State DOH Basic Water Treatment certification.
- Possession of, or ability to obtain, a Washington State DOE Class II wastewater collection certification.
- Possession of, or ability to obtain, a Washington State Cross Connection Control Specialist certification.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; occasional site visits.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time, and for making field observations; near visual acuity to operate computer programs.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date